



**Goodman**  
Community Center

## **Goodman Community Center**

### **Facility use guidelines and event planning information**

The Goodman Community Center is made available for use by all individuals and groups through the support of the community and City of Madison Community Development Block Grant program. Reasonable rules and rates have been established to assure access to all and an enjoyable experience in our facility. Weeknight events must end by 9:30 pm; Friday and Saturday night events must end by 11:00 pm. Building must be vacated by 10 pm weeknights and 12:00 midnight Fridays and Saturdays.

Individuals, groups or organizations using the Goodman Community Center rooms and facilities must comply with these guidelines and all other applicable rules and policies. Failure to comply will result in the forfeiture of your security/damage deposit and future room use privileges.

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## Facility at a Glance

The 34,000 square foot Goodman Community Center opened its doors in September 2008. The facility has a variety of rooms available for use from small meeting rooms to art rooms to large areas suitable for wedding receptions. In addition to the renovated Kupfer building, the center also includes a 12,000 square foot gymnasium, an outside green and a direct connection to the Capital City Bike Trail. The Center offers wireless access throughout the facility.

## Parking

The facility has parking for 56 cars on site and 48 bike rack spaces are available to accommodate our two-wheeled guests. Parking overflows onto neighborhood streets. Please be thoughtful to our neighbors as you come and go and be sure to leave at least 4 feet from driveway entrances. After 4:00 on weekdays and all day on weekends, additional parking is available in the surface lot located between Waubesa and Corry Streets (behind Madison Brass Works). Please note that the St. Bernard's Church lot may be used only with pre-approved permission for events. *There is NO PARKING in the Madison-Kipp lot next to GCC's driveway. Cars parked there will be ticketed and towed.*

## Description of Rooms Available for Use

The Goodman Community Center is housed in the historic Kupfer Iron Works building on Madison's east side. As a former steel fabricating factory, the center has unique architectural features in all of its rooms including exposed brick walls, exposed wooden roof decking and historic structural steel elements.

*Please note that the way you choose to set up any room may greatly affect the seating capacity.*

**Bolz Room A** has nine windows that face Waubesa Street, has a composite vinyl floor, has available kitchenette and will seat up to 72 individuals. When movable partition wall is opened to Bolz Room B, the combined space will seat 100.

**Bolz Room B** has three windows that face Waubesa Street and has a sprung wood floor suitable for exercise and dance. This room may accommodate meetings of up to 30.

**Merrill Lynch Room / Evjue Room C** has five windows that face Waubesa Street and also has a sprung wood floor. Evjue C is adjacent to Evjue D and separated by a movable partition wall. This room is larger than Bolz B, and will accommodate up to 40 persons, seated at tables, for a meeting.

**Evjue Community Room D** is the beautiful and large community room on the south end of the building. The room has 19 windows that face both Waubesa Street and the Capital City Bike Path. The room is carpeted and also features a rough hewn oak wall. Evjue D seats up to 140 guests banquet style. When the moveable wall is opened to Evjue Room C, the room will accommodate up to 176 dinner guests. Please note that with room set

ups to accommodate buffet tables, head tables or stage risers, *seating capacity for guests may be significantly reduced, and some room arrangement may be needed by you during your event.*

**The Wall Family Education Room (QR)** conference room is located on the interior of the building. It is carpeted and will seat 12 people for a meeting or study group. This room is only available after 5:45 pm or on weekends.

**Project Art Room and Large Art Room** are classrooms designed for different types of art classes/activities. Room availability is limited.

**The Lussier Teen Leadership Room** and the **Krupp / Grove Girls Inc Room** are classroom-type rooms that will accommodate up to 25 people. Room use times are very limited.

**The Morton Mezzanine meeting spaces** are tucked high up into the building's clerestory (raised second story). Glass panels surround the spaces, making them beautiful. They are designed for casual meetings for non-confidential meetings as the space is not soundproof. These are the only non-handicapped accessible spaces in the entire building. Conference tables and seating are designed for meetings for groups of 8 (Mezzanine B) or 12 (Mezzanine A).

**The Lang Sollinger Green** is located next to the gymnasium and is a nice place for a summer wedding ceremony, small study group or morning Tai Chi class. If Green Space is scheduled to be used for a wedding, all efforts will be made to reduce disruption by gym use and other activities. Trains, planes and automobiles are frequent, however.

**The Gymnasium** space is available for parties and events. Gym use can include activities such as basketball, volleyball or children's activities (additional charges may apply). There is also batting cage available (and baseball pitching machine). Space and times are very limited.

Contact the Facility Use Manager for more information on available space. Anyone interested in partnering with the Goodman Center to offer ongoing programming and resources to the community that supports the mission of the center should contact the Facility Use Manager.

## Equipment and Technology Available

Each room is equipped with tables, chairs, and wireless access. All equipment needs should be requested when scheduling your room reservation and require approval by the Facility Use Manager. AV equipment is reserved as available for an additional fee. Items include TV/DVD player, portable LED projector (bring your own laptop and speakers), portable screen and media cart. An AV system in Evjue Rooms C/D includes one wireless lapel mic, one hand-held wireless mic, ceiling-mounted LED projector, laptop connection, CD/DVD/VHS player and an iPod/MP3 connection.

## Catering

Facility Users are allowed to bring in prepared food or use a caterer. Room A has access to a small kitchenette (range, stove, oven, and sink). The commercial kitchen is available for use by approved licensed caterers only. Caterers using the commercial kitchen are required to pay a pass-through fee of 10% of the total food bill (excluding tax and gratuity) directly to the Goodman Community Center to help support the costs unique to a catered event. Events where a caterer is dropping off food may be charged a food event fee. See Catering info packet for complete information.

The Goodman Community Center offers its own in-house catering service option through the Working Class Catering program. Facility Use Manager can provide contact information.

## **How to reserve an event/meeting at the Goodman Community Center**

Please be prepared to answer the following questions along with your reservation request:

- **Date(s)** of your event
- **Exact meeting /event time** (and start and end date if this is recurring class or meeting)
- **Set up and clean up time needed in addition to your event time** (typically at least a half hour prior to event start and at least a half hour after event end. These times will be included in your total room use fees).
- **Type of event** (meeting/private event/open to public)
- **Title** of your meeting/event
- **How many people will be attending**
- **Room Set up** details (how many tables and chairs)
- **To whom the invoice should be sent** (name of the organization & address, if applicable)
- **Host name and information** – who is responsible for the class or reservation, should a future change be necessary and phone number/email
- **Contact person and information** –who is the person in charge of event details during the event or meeting should we need to talk to that person
- **Tax exempt number if applicable** (tax is not charged on room fees)
- **Will there be music**-Live, DJ or other entertainment?
- **Will you be serving beer/wine?**
- **Will you be serving food** (and caterer's name if known)

View our website at [www.goodmancenter.org](http://www.goodmancenter.org). You will find information on our current programs and you may review our Meeting Room Manager scheduling calendar for current availability of rooms. **Please book rooms at least 2-4 weeks in advance**, so that we can prepare for appropriate staffing.

## **Things to know about wedding receptions and other larger events**

The Goodman Community Center strives to keep our rates affordable for everyone in our community. This does mean, however, that we expect our facility users to do their part at an event. Be aware that there may be other events, meetings or activities taking place elsewhere in the building.

- GCC does not have an event planner on staff. You are responsible for details of your event.
- The Goodman Community Center is a busy community space. Be respectful to those attending other events in the building during your event.
- GCC expects all facility users to clean up the space immediately after an event is finished. We ask that you sweep the uncarpeted floors in the space you use and require wiping all tables, chairs and windowsills if you have any food or beverages. Supplies are located in or near each room.  
2011 room use rates for Friday or Saturday evening events now include a late night cleaning crew service. This allows you to enjoy your evening event without worries. The service comes in right after your event, wipes all surfaces, removes trash from receptacles, vacuums and spot cleans messes on the carpets. GCC still requires you to place all trash in the receptacles, remove all your personal belongings and decorations, and return rented linens to the front desk. The event clean up service ensures you will not receive any deductions from your security/damage deposit due to carpet stains or food residue or incomplete general cleaning, although you still may incur charges for cleaning needed if beyond reasonable expectations.

- Specifically at an event with any alcoholic beverages, it is important for there to be a person in charge to ensure all clean up is done and that your guests stay in the rooms that have been scheduled. GCC recommends that you hire a licensed bartender for your event (ask Facility Use Manager for list, or find your own).
- Your event *will* end on time. All amplified music and alcoholic beverage serving **MUST** end by 10:45 pm (you should really plan for 10:45 pm to be the ending time of your event) allowing your guests to mingle until 11 pm when all guests must leave the building. Front desk staff will check in toward the end of the evening. If your guests do not wish the party to end, power will be turned off and the police may be called to escort you from the building. Your clean up must be complete and the building vacated no later than 12:00 am. Plan for adequate clean up and loading time! If clean up extends beyond 12:00 am, you will be charged \$100 for each 15-minute increment past 12:00 am.
- Event guests must be respectful of our residential neighbors. Police may be called if guests are disrupting the neighbors. Please keep this in mind as you create your guest list.
- Custodians are not on premises for the duration of your event, unless scheduled and contracted.
- Front desk staff is available to answers questions and direct guests. You must check in and out with the front desk staff. Front desk staff do not assist with clean up.
- GCC does not provide decorations or centerpieces. A ladder is available with prior notice.
- Party supply deliveries: You must let Facility Use Manager know of any expected deliveries. Overnight storage of items may or may not be available after your event (AtoZ Rent-All will pick up items Sunday morning if scheduled. No alcohol). Items may be delivered the day before *if* space is scheduled and event package is purchased.
- GCC is able to order table linens through a contracted linen service. Linen orders must be placed no later than 16 days prior to the event. Once the order is placed, it may not be changed. Unless you are using GCC's Working Class Catering, you must bring all used linens to the front desk.
- A limited quantity of dishware/tableware is available at \$3 per place setting, and is only available if kitchen use is reserved. Washing of dishware is required.
- Commercial kitchen is only available to licensed and approved caterers, and a 10% pass-through fee is required.
- Reserve the Service Kitchen if you need access to water, warming ovens or food prep area. Use of Service Kitchen does not include utensils, cookware, dishware, flatware, coffee carafes or water pitchers.

## General Rules and Regulations

Individuals, groups or organizations using the Goodman Community Center rooms and facilities must comply with these guidelines and all other applicable rules and policies. Failure to comply will result in the loss of your security deposit and future facility use privileges.

### General Rules and Regulations

- ▶ \_\_\_\_ 1. Smoking is not permitted on the Goodman Community Center premises at any time—inside the buildings or in outside areas. Designated smoking area is located near the circle by the bike path. See facility map for outside designated smoking areas near the property. Please respect No Smoking signs.
- ▶ \_\_\_\_ 2. Facility users bringing in food or having food dropped off:
  - a. All tables and chairs must be wiped off and cleaned. Supplies are located in each room and from front desk staff.
  - b. All cardboard boxes must be broken down and all recyclables placed in identified containers.
- ▶ \_\_\_\_ 3. The Goodman Community Center doors lock at 8 pm Sunday through Thursday. Events and meeting must end by 9 pm, unless otherwise scheduled (surcharge applies for staffing beyond 9 pm). No events shall extend past 10:00 Sunday through Thursday. Friday and Saturday evening events must end at 10:45 pm as serving of alcoholic beverages and amplified music for Friday or Saturday events must end by 10:45 pm. All groups must vacate the facility by 12:00 am Friday and Saturday. No use is to be extended beyond the contracted times. Use times include time for setup and

cleanup.

- ▶ \_\_\_\_ 4. The facility user who signed the contract must be on premises for the duration of their event and will be held responsible for the conduct of their guests.
- ▶ \_\_\_\_ 5. The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any wall, door, ceiling or other surface. Painters tape (blue or green low-adhesive) is allowed to affix decorations. Magnetic hooks or binder-type clips are also acceptable for hanging crepe paper and twinkle lights from steel beams.
- ▶ \_\_\_\_ 6. The use of smoke/fog machines, confetti, glitter, rice or tinsel is prohibited.
- ▶ \_\_\_\_ 7. Storage of any equipment or other belongings is not permitted, unless space is reserved. Goodman Center is not responsible for any equipment or belongings left at the Center.
- ▶ \_\_\_\_ 8. Facility Users are responsible for the cleanup and removal of all decorations. Clean up must be done at the end of the event or custodial charges will apply. Any excessive cleaning or damages will be deducted from the security deposit or billed as necessary. Penalty for checks returned NSF. Unscheduled or excessive cleaning beyond what is typical for a particular type of event will be charged at \$50 per hour.
- ▶ \_\_\_\_ 9. Tealight/votive candles are allowed only if enclosed in a glass container which extends above the top of candle flame (the flame must extinguish if tipped over).
- ▶ \_\_\_\_ 10. Do not open windows! If your space is uncomfortable, please see front desk staff.
- ▶ \_\_\_\_ 11. Do not plug in more than three (3) food warming devices. Tripped circuits requiring management attention will result in a deduction from security/damage deposit.
- ▶ \_\_\_\_ 12. ALL guests should be respectful of surrounding neighbors and keep outside noise to a minimum and amplified music to a reasonable level (exterior noise readings not to exceed 58 decibels). All amplified music must end by 10:45 pm Friday and Saturday in consideration of our neighbors (9:00 pm Sundays). GCC staff will monitor noise levels and will inform you if sound levels are too loud.
- ▶ \_\_\_\_ 13. Any *contracted ongoing* facility user may be relocated to a different room to accommodate other events/activities.
- ▶ \_\_\_\_ 14. Any *contracted ongoing* facility user may be asked to reschedule, with prior notice by GCC, to accommodate special GCC programming no more than twice in one year.
- ▶ \_\_\_\_ 15. **The Center reserves the right to end any event or facility use if these rules and guidelines are not followed.**

## Alcoholic Beverages

The City of Madison governs alcohol sales (call the Licensing Clerk at 266-4601 for more information).

The consumption of beer/wine/liquor is permitted during scheduled *private, by invitation only*, events at GCC such as wedding receptions (however no alcoholic beverages are allowed at any event in the Lussier Teen Center). Sale of alcoholic beverages is not allowed and is subject to penalty; charging any fees for guests to attend, including entry fees, prior ticket sales, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed (per City of Madison law).

Liquor may be served at a private event, but GCC encourages you to have a licensed bartender. Caterers may not sell alcoholic beverages at GCC, even if they have a Class A liquor license at their establishment. See rules for sales above.

*Allowable alcohol sales: Nonprofit agencies may sell beer/wine if they have applied for a Temporary Class B Retailer's License from the City of Madison. A photocopy or PDF of license must be provided to GCC at least one day prior to event. Agency is responsible for following all conditions and rules of the license. Agency must display license at the event.*

*Open to the public events providing complimentary beer or wine must also apply for Temporary Class B Retailer’s License from the City of Madison. Hard alcohol may not be provided at open to the public events.*

*Guests are not allowed to carry in their own alcoholic beverages at open to the public events.*

An alcoholic beverage agreement with GCC must be on file with the Facility Use Manager. Serving of alcoholic beverages must end by 9:00 pm Sunday through Thursday and 10:45 pm Friday and Saturday. GCC recommends that a bartender be hired for large events for convenience. No overnight storage of alcohol at GCC.

**Alcoholic Beverage Agreement**

Nonprofits: Temporary Class B Retailers License applied for

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Alcoholic beverages to be served: \_\_\_\_\_

Serving of alcoholic beverages must end by 9:00 pm Monday through Thursday, and 10:45 pm Friday and Saturday. Serving of alcoholic beverages to minors is prohibited and subject to penalty.

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

*For your convenience, a partial list of licensed bartenders for hire is available by emailing [margo@goodmancenter.org](mailto:margo@goodmancenter.org).*

*A licensed bartender is required for Class B license sales, and strongly encouraged at other events. Bartenders listed are not employees of the Goodman Community Center. Facility users contract directly with said providers.*

**Room Rates**

Download our GCC Room Use Rates for complete room rates schedule. Rates are subject to change.

Rates for nonprofit events are negotiable, depending on the event, and as long as purpose of use supports and enhances the mission of the center. Fundraising events (events to raise funds above and beyond the costs directly associated with the event) are charged at private room use rates unless the event falls within specific parameters. See Facility Use Manager to discuss details.

Agencies wishing to partner with the Goodman Community Center for programming should contact the Facility Use Manager.

## Reservations and Deposits

All reservations are made through the Facility Use Manager. No reservations or contracts will be accepted from persons under the age of 18. Reservations will be accepted no more than 18 months prior to event date. Security/damage deposits are due and payable at the time the reservation is made, and a signed reservation form must be completed to hold any room (security/damage deposits will be processed at the time of reservation confirmation). Security/damage deposit and basic room use fees are due no later than 14 days after you have received your contract. If your fees are not paid within 14 days of receiving the contract, your reservation may be canceled. If a reservation is made and contract is signed within 14 days of event date, fees are due when completing the contract.

Security/damage deposits will be refunded in the form of a check no later than 21 days after the event, along with an explanation of any deductions. There is no down payment process; *Security/damage deposits may not be credited toward room use fees.*

The Goodman Community Center reserves the right to apply all or a portion of the security deposit to the cost of repairing damages to the facility/equipment, cleaning the facility or for staying beyond building closing times. Event contact person is responsible for any and all damages from the event. GCC will provide documentation of damages and will pursue restitution to the fullest extent allowed by law. Checks returned as NSF will be charged a \$30 processing fee by GCC in addition to any bank fees.

A \$100 deposit is due for all events with more than 50 guests; \$250 deposit is required for any event providing beer or wine (\$500 for first time facility users); minimum of \$25 deposit from any group providing any food or beverages outside of GCC core hours.

## Cancellations

If you cancel less than 7 days prior to the event date, you will forfeit all fees and Security/Damage Deposits paid. If you cancel within 14 days of your event date, you will forfeit your room fees, but Security/Damage Deposit will be returned. If your event is canceled more than 15 days before the event, you will be refunded 50% of room fees and Security/Damage Deposit paid. If cancellation occurs more than 30 days prior to the event date, all fees and Security/Damage Deposit paid will be fully refunded.

## General Information

### **Our correct name and location:**

Goodman Community Center  
149 Waubesa Street  
Madison, WI 53704

*You may also choose to list which room your event will take place in, such as:  
Evjue Room D, Merrill Lynch Room C, Bolz Room A, Bolz Room B, Lussier Teen Center, etc.*

### **Mail contracts and payments to:**

Goodman Community Center  
Attn: Facility Use Manager  
149 Waubesa Street  
Madison, WI 53704

Security/damage deposits and room fees may be mailed or paid by Cash, Check, MasterCard or Visa in person during administrative hours: 8:00 am to 5:00 pm, Monday through Friday. Please make checks payable to Goodman Community Center.

GCC Administrative Offices are open 8:00 am – 5:00 pm Monday - Friday

Phone (608) 241- 1574

Fax (608) 241-1518

### **Holiday Closings:**

GCC is closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. GCC may also be closed days before or after the above holidays.

### **Severe Weather:**

Regular programming at the Goodman Community Center will be canceled when Madison Public Schools are closed due to inclement weather (efforts will be made to accommodate private events if an event is scheduled and a snow day is called).

## **Equal Opportunity Policy**

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of a protected status. This policy covers eligibility for and access to service delivery in all of our programs contracted and services provided directly.

The Goodman Community Center insures that no otherwise qualified person, based on protected status, shall be excluded for participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service or activity which we provide. This includes, but is not limited to, program eligibility, treatment by staff, communication of program information, access to facilities and/or program activities, assignment of program participants to staff within a program, outreach, intake and admissions, assignment to facilities or referrals to other services, assessment/evaluations, disciplinary actions and terminations from programs.

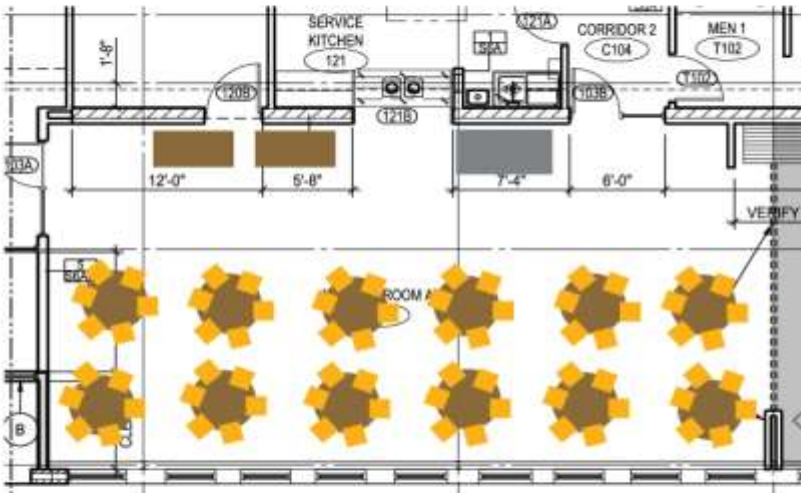
To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, we have appointed Lisa Jacob, Assistant Center Director, Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with this employee. Lisa Jacob may be reached Monday through Friday from 9:00 am to 4:00 pm at 241-1574, extension 226. Information about our discrimination complaint process is available to you on request.

If you need accommodation relating to a disability in order to access any program or service offered by our agency, please contact Lisa Jacob at 241-1574, extension 226 with at least three business days notice.

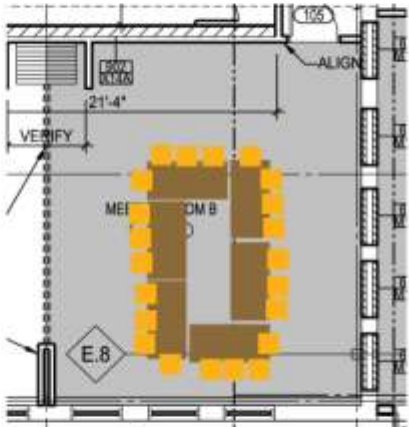
**Standard Room Set Ups**

The Goodman Community Center will set up tables and chairs for your event, (included in facility use-fee). Any additional custodial services, such as room re-arrangements during your event, will be billed at a rate of \$25 per hour.

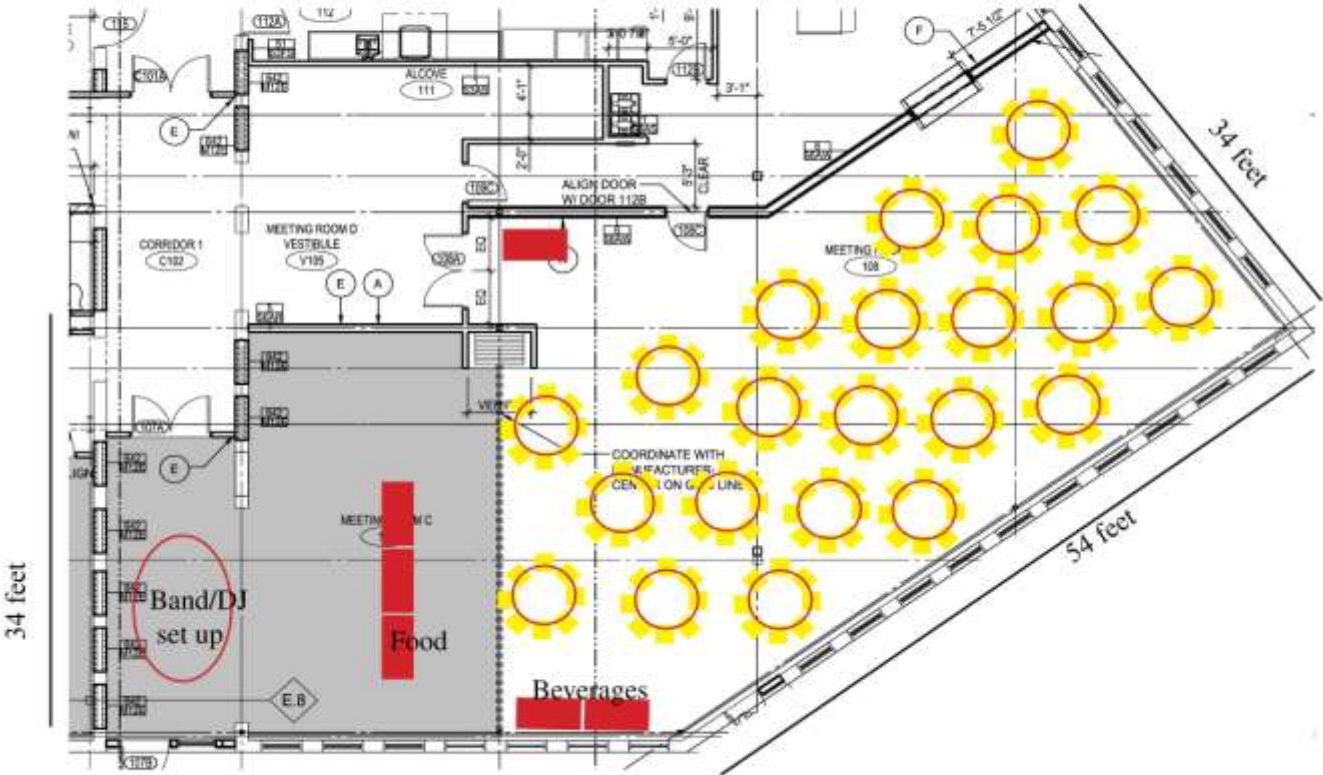
- 60" round tables (32 max)
- 48" round tables (12 max)
- 36" square card tables (15 max)
- 30 x 72 banquet tables (15 max)
- chairs (275 max)



Bolz A standard set up for event with 72 guests (room size 24 x 46)



Bolz B meeting for 22 (room size 20 x 24)



Evjue C and D standard set up for event with 175 guests (C is 30 x 26 plus. D is 33 x 54 plus)